Department:

Business

Course Description:

This course offers an overview of the role that media play in modern society, with emphasis on the ethics, technology, social obligations, and technical skills needed by modern communicators. Course work will include digital photography, electronic publishing, and current office technology. As new technology emerges, it will be incorporated into this course.

Course Competencies:

Upon completion of the course, the student should be able to:

1. Use digital cameras to take high quality images
2. Write copy using proper grammar, spelling, usage, sentence structure, and correctness
3. Participate in creating a layout and design for documents
4. Use photography software to enhance images
5. Use and maintain technology products
6. Select and use technology appropriate for assigned tasks

Course Content:

A. Digital Technologies, Cameras, Computers, and Printers
B. Handwriting Tablet and Digital Pen
C. Personal Digital Assistants
D. Virtual Keyboards
E. Presentation Equipment
F. Smart Pens

Learning Assessments:

Course competencies will be assessed by all or some of the following: daily assignments, quizzes, projects, presentations, portfolio, tests, midterm exam, and final exam.

Instructional Materials:

http://www.canon.co.uk/For_Home/Product_Finder/Cameras/Digital_Camera/PowerShot/PowerShot_A2000_IS/index.asp
Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

On-Campus Students: At enrollment, any on campus student may complete a form that will allow them to self-identify any disability.

Off-Campus Regional Students: Self-identify your disability and accommodation needs with the Regional Coordinator and/or instructor, preferably prior to the first class meeting.

Online Students: Self-identify your disability and accommodation needs by contacting the Disabilities Coordinator. Students must provide their own programs to allow accessibility on their home computer.

Any student may also identify their disability by completing an online form located on the HCC homepage under Students Services/Resources/Disabilities. Questions should be directed to the Disabilities Coordinator.